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University
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UNIVERSITY OF WINDSOR

EXTENSION DIVISION

EVENING COURSES

1963 - 1964

ARTS

BUSINESS

ADMINISTRATION

PURE AND APPLIED

SCIENCE

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1963

SEPTEMBER

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1964

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The Office of the Director of Extension, 400 Huron Line, is open Monday through Friday, 9:00 a.m. to 4:00 p.m. Open evenings (Monday to Thursday) and Saturday morning by appointment only. Phone 253-4232, Extension 267.

OFFICERS OF ADMINISTRATION

Vice-Chancellor and President

Very Rev. Eugene Carlisle LeBel, C.D., C.S.B., M.A.

Director of Extension

Rev. Edward C. Pappert, C.S.B., Ph.D.

Extension Secretary

Margaret G. Thom (Mrs. W. E.), B.Comm.

ACADEMIC CALENDAR

1963

September 9, Monday (7-9 p.m.)	} Registration
September 10, Tuesday (7-9 p.m.)	
September 11, Wednesday (7-9 p.m.)	
September 12, Thursday (7-9 p.m.)	
September 16, Monday—	Lectures begin. Late registration penalty \$5.00.
September 28, Saturday—	Last day for registration.
October 14, Monday—	Thanksgiving Day. No classes.
October 19, Saturday—	Fall Convocation.
December 20, Friday—	Christmas recess begins at 10:00 p.m.

1964

January 3, 4, 6—	Mid-year final examinations.
January 7, Tuesday—	Lectures resume.
January 7, 8, 9, 13—	Registration for second semester.
January 14, Tuesday—	Late registration penalty \$5.00.
January 16, Thursday—	Last day for second semester registration.
March 25, Wednesday, to March 30, Monday (inclusive)—	Easter recess.
April 11, Saturday—	Last day of lectures.
April 16, Thursday—	Spring final examinations.
May 23, Saturday—	Spring Convocation.

GENERAL INFORMATION

ENTRANCE PROCEDURE

The following requirements are to be fulfilled by all applicants for admission to the evening classes:

1. An applicant for admission to the evening classes must be made on a special application form which is furnished on request by the Extension Division. This application should be filed as early as possible. Since the processing of these applications requires several weeks, admission is doubtful for those who do not apply before September 1 for the fall semester. It is difficult to evaluate records and to give each applicant fair consideration when forms are received after that date.
2. After the application, complete entrance credentials, and examination scores have been received, they will be examined by the Undergraduate Admissions Committee and the applicant will be notified as promptly as possible whether his application has been approved.
3. Each student (whether a new or a former student) must present himself on one of the registration evenings given in the calendar. Class admission cards for subjects scheduled are issued as part of the registration procedure.
4. All fees must be paid at the time of registration. The permit to register and approved schedule card must be presented at this time. The class admission cards are validated after fees have been paid. Students are admitted to a class only upon presenting the appropriate class admission card to the instructor. The Student Identification Card must be presented for identification when requested by any proper authority.

New students will be required to have a "Permit to Register" before completing their registration. This "Permit" will only be issued after the Admissions Office has had an opportunity to evaluate registration documents. Hence it is important that all such documents reach the Admissions Office in sufficient time for evaluation. New students will not be permitted to attend class unless their entire registration is completed.

REGISTRATION

It is possible to register for evening classes by mail. This procedure is available only to those who are certain which subject or subjects they are going to take.

To register by mail, kindly fill in the section of this brochure provided for that purpose. (See last page.) Registration materials will then be sent. **Registration by mail may not be made after September 1.**

When registering by mail, make cheques payable to University of Windsor.

CHANGE OF COURSE PROCEDURE

At the time of registration students will fill out cards for admission to each course of their registration. These cards are to be presented to the instructors on the occasion of the student's first lecture or laboratory.

Once a student has registered, he may not change his course, or add or drop subjects without permission from the Director of Extension.

If, for any reason, the student desires a change of course, he must first ask the instructor for the class admission card and then present it, together with his fee receipt, to the Director of Extension. The fee for change of registration is \$2.00.

ENTRANCE REQUIREMENTS

Preliminary Year: Completion in not more than 4 years beyond Grade VIII of the work required for the Ontario Secondary School Graduation Diploma in the General Course, or an equivalent certificate, with an average of at least 65% in the following subjects of Grade XII:

1. English and History.
2. Latin or Mathematics.
3. One of: Latin, French, German, Spanish, Italian, Greek.
4. Two of: Mathematics, Science or Agriculture, Music, Geography, option from (3) not previously used.

No option may be counted more than once. For the Music option the following certificates will be accepted: Grade III Theory or Grade VII Practical and Grade II Theory.

First Year: Admission requirements to any part of the University are based on the student's achievement and ability. For admission to the First Year, an average of 60% on nine Grade XIII papers is recommended and admission may be granted on this factor alone provided the proper subjects are chosen (see below).

(a) **Arts:** English (2 papers), another language (2 papers); and

either: Mathematics (2 papers) or a third language (2 papers), and any other 3 papers;

or: Music and any other 4 papers.

(b) **Commerce (Business Administration)**

English (2 papers), another language (2 papers); Mathematics (2 papers); and any other 3 papers.

The Committee on Admissions may admit an applicant to First Year with one condition (i.e., lacking one subject—two papers in one language or any other two papers). This condition must be removed by the candidate's carrying an additional course or by writing Grade XIII the following year.

In considering a candidate for admission, the Committee on Admissions will consider total evidence presented, e.g. examinations and grades, principal's recommendation, class standing, aptitude and ability tests, etc. A student lacking the full requirements (i.e. lacking one subject—two papers in one language, or any other two papers, or lacking the required average) may be admitted with "one condition," or "on probation." A student admitted **with a condition** must remove this condition before entering Second Year. A student admitted **on probation** will not be allowed to repeat his year in the event of failure of the year.

The Committee on Admissions may admit an applicant to First Year with eight papers, without conditions, provided that he has the necessary prerequisites for the program he wishes to enter, and has an average of 66% on the eight papers.

If an applicant has spent one or more years in Grade XIII and lacks more than one subject (as defined in the above paragraph), he may not be admitted but must complete the entrance requirements for First Year by further high school work.

ADULT STUDENTS

Persons of mature years, whose secondary education has been interrupted for reasons beyond their control, may be excused part of the normal entrance requirements at the discretion of the Committee on Admissions, provided they have given evidence through their academic record, aptitude and achievement tests, interviews, or other means, that they show university potential. They may be admitted to First Year (with or without conditions) or to Preliminary Year. They will not be excused the prerequisites for subjects wherever required.

An adult student who has satisfactorily completed one year's work (six courses) will be considered to have secured standing sufficient to permit his proceeding to a degree on the same terms as one who at entrance presented complete entrance requirements.

TRANSFER STUDENTS

An applicant who wishes to transfer (at any level) from another college or university must arrange for a complete transcript of his record and a statement of honorable dismissal to be sent to the Registrar directly by each institution previously attended. An applicant who has attended another college or university and who is not eligible to re-register therein may not be admitted to this University.

All transcripts of records become the permanent property of the University of Windsor.

To have his transfer credits evaluated, a student should furnish a catalog of his former college with the completed courses clearly marked. His transcript will then be submitted to the faculty for advanced standing rating. Evaluation of credit cannot be made prior to the fall semester unless complete records are presented before September 1.

Of the 17 courses (beyond Grade XIII) necessary for the general B.A. degree, the University may accept a maximum of 12 courses by transfer from another approved university or college, provided such courses are comparable in content and weight to courses given here. No more than 6, however, of these 12 courses may have been completed by correspondence.

At least two of the subjects constituting the student's major (or combined major) must be taken at the University of Windsor, regardless of the number of such subjects the student may have completed elsewhere.

FEES (Per Subject)

First hour	\$45.00
Each additional hour.....	\$40.00

* Non-resident students pay an extra charge of \$10 per hour of instruction.

Language Laboratory fee	\$10
Science Laboratory fee	\$30
Fee for evaluation of transcripts.....	\$10

* Applies to all foreign students except those whose parents have taken up residence in Canada.

Fees are to be paid IN FULL at the time of registration.

When space permits, non-credit students may be permitted to attend lectures on payment of standard tuition fees. **Such non-credit students do not have examination privileges, and cannot count work done in this category toward any degree or diploma issued here or elsewhere, now or in the future.**

All communications relating to fees should be addressed to the Treasurer, University of Windsor, Windsor, Ontario.

WITHDRAWAL AND REFUND POLICY

Students who are forced to withdraw from a course or from the University, are required to notify the **Director of Extension and the Bursar IN WRITING** and to give their reasons for withdrawal. Notifying the instructor does not constitute official withdrawal from the university. This must be done in writing or in person, not by telephone.

Failure to withdraw in the required manner will result in an automatic failing grade and in forfeit of any refund to which the student might otherwise be entitled.

All tuition credits or refunds shall be made entirely at the discretion of the University.

The portion of the fee refunded is determined by the date of application for refund — **NOT THE DATE OF WITHDRAWAL**. If the application is made during the first week of the semester, a refund of 90% of the semester fees will be returned; during the second week, 80%; during the third week, 60%; during the fourth week, 40%. After the fourth week of each semester no refund will be given. Cheques for refunds will be available only six weeks after withdrawal.

REGULATIONS

Regular Examinations: The regular examinations will be held in January and May.

If a student writes more than one examination in a subject, the last mark he obtains shall be the only one considered for academic credit.

In all subjects, the ratio of term-work marks to examination marks is determined by the teaching staff in each subject; neither term mark nor examination mark, however, will count for less than one-third nor more than two-thirds of the final grade. To pass a subject, a student must obtain an average of 50% on term work and examination. His Faculty Council, however, may at its discretion withhold credit if the mark in either term work or examination is below 50%.

Term work in a subject will not be credited to a student beyond the year in which the subject is taken.

Special Examinations: A Special Examination is an examination other than the regular or supplemental examination in the subject involved, Spring or Summer, permitted by the Dean for a grave reason and after special application. No special examination may be assigned except on the recommendation of the Head of the Department concerned, after consultation with the instructor involved.

A student who fails to appear for a paper at the time set on the examination timetable will not be allowed to write on the examination paper thus missed, but may be permitted to write a special examination upon fulfilment of the conditions indicated in the above paragraph at a time determined by the Registrar after consultation with the Department and instructor involved.

Supplementals: A supplemental examination is one set in a subject in which a student (who has not failed his year) has failed to obtain standing at the regular examination. This examination is held at a time designated by the Dean. A student granted permission to write a supplemental examination must avail himself of this privilege at the first opportunity and the time and place designated; if he does not do so, or attempts the examination but fails, he may not write further supplemental or special examinations in the course involved, but must repeat it in its entirety if he desires credit for it.

Applications for the August supplemental examinations must be in the Registrar's Office by June 20; forms for this purpose are available in the Registrar's Office.

The final grade, after supplemental examinations, will include the term mark for the year and the final mark so obtained replaces the mark obtained on the original final examination in calculating the student's grade.

Failures: A student in the General or Honours program who fails to obtain 50% in the regular or supplemental examinations in a subject will not be eligible for re-examination without a further year's attendance at the lectures in the subject in which he has failed.

A subject may be repeated once only.

Subjects which depend directly upon the work of a preceding year may not be taken by a student who has failed in the work of the preceding year.

Appeals: (1) **Aegrotat Standing:** An Extension student who wishes to receive consideration on account of serious illness or bereavement or other grave reason prior to or during the examination should communicate with the Extension Office before the close of the examination period and should submit supporting documents (e.g., a medical certificate) within a week. In such cases the Committee on Academic Standing may grant standing in the subject or subjects concerned on the basis of the term mark alone.

(2) **Other Appeals:** While all papers in failed subjects are re-read before the grades are submitted to the Extension Office, and every care is taken to record marks accurately, any student who considers that some factor affecting the final mark on the examination was not considered by the examiner, may appeal to have the subject

reviewed. This request should be submitted in writing to the Registrar's Office within two weeks of the official publication of student grades, together with a fee of \$10.00. In the event that the grade is changed as a result of the appeal, the fee will be refunded.

Appeals should be addressed to the Secretary of the appropriate Faculty Council, and sent to the Registrar's Office.

Grading: The grading for individual subjects in General and Honors programs is as follows:

	General Program	Honors Program
75-100	Grade A	I Class
66-74	Grade B	II Class
60-65	Grade C	III Class
50-59	Grade D	IV Class
40-49	Grade Fx	F
0-39	Grade F	F

At the regular Spring Examinations all grades below 50% are considered failures. If a student is permitted a supplemental examination, it is indicated by Fx.

Graduation: Registration in any program does not constitute an application for a degree or diploma. An official application for graduation must be filled out and filed in the Registrar's Office 30 days prior to the Convocation at which the applicant hopes to graduate. In cases in which credit is sought for work done elsewhere, official transcripts or other documentary evidence required by the Registrar's Office, not already submitted, must be conveyed to the Registrar's Office prior to the same date. Failure to comply with these regulations will disqualify the student for graduation at the Convocation concerned. Each prospective graduate must be present in person at Convocation in order to receive his degree, unless excused for a serious reason by his Dean, and unless arrangements have been made with the Registrar to receive his degree in absentia.

Miscellaneous: Any student of any year who shows an unsatisfactory knowledge of spoken or written English must do additional assignments until his work satisfies his instructors.

When a student begins a foreign language in the University, no credit towards a degree will be given for the first year of that language unless that year is followed by a second year of the same language. No student may begin two foreign languages in the same year.

A student may take courses for credit in Summer School conducted by this or other institutions, subject to approval by his Dean. Such courses, if approved, may be counted towards degrees.

Every student entering the University in Preliminary or First Year is required to complete satisfactorily a course in Library Science.

REPORTS:

Every effort will be made to mail the reports as soon as the marks have been received from the instructors and entered on the permanent records. Please do not inquire by telephone since no marks will be given over the phone.

PROGRAMS AVAILABLE THROUGH UNIVERSITY EXTENSION

ARTS

Students may complete the requirements for a **Bachelor of Arts** degree in the General Course by attendance at evening classes (winter) only, or at evening classes and Summer School, or at Summer School only, and by completing satisfactorily the following program:

Preliminary Year

English 5, Library Science.

Language A or 2.

Mathematics 4ab, or (1y - 2y - 3y for Math majors)
or Music 1, or Language A or 2.

ONE OF: Biology 1, Geology 10, Geog. 10, H. Ec. 10,
Chem. 1, Physics 1.

ONE OF: Language A or 2+
or a second Science from above.

First Year

English 15, Library Science.

Language 2 or 12 or 4@

R.K. C10 or 14a - 14b or option.

Philosophy 15.

TWO courses from (see §) :

Anthropology 10; Economics 15 or 19; Geography
10; History 10 or 11; Math 11; Math 15; Psychol-
ogy 15; Sociology 12; Bus. Admin. 15; Home
Economics 10; Political Science 12; or an addi-
tional language 2 or 12 (see Note 1), or option.

Second Year

R.K. C20 or 24a - 24b or Philosophy 22.

Philosophy 25a - 25b.

TWO options, at least 1 from the following group (see
§) :

Anthropology, Economics, History, Political
Science, Psychology, Sociology.

TWO courses in the major field.

Third Year

R.K. C36a - C36b or 34a - 34b or option.

TWO options (see §):

COMPLETION of the major field.

+ No more than one language may be begun the same year, and no more than 2 languages other than English may be taken in the Preliminary Year.

@ A student who has not had Spanish and wishes to take the Honours Language program, should take Spanish 4 (which is elementary and intermediate combined).

§ Every course program must include a sequence of at least two courses in one of: Anthropology, Economics, History, Political Science, Psychology or Sociology. If the student has selected one of these subjects as his major, the requirements under this rule have been fulfilled.

Note: 1. Not more than one course from those numbered A and 1 - 9 may be credited beyond Preliminary Year.

2. At least 8 of the 11 courses required in the final two years must be chosen from courses numbered 20 or above.

3. A maximum of two courses in Bus. Admin. may be credited towards a B.A. degree.

CERTIFICATE IN BUSINESS ADMINISTRATION

First Year

Business Administration 15a, 15b

Economics 15 or 19

Second Year

Business Administration 250

Business Administration 346a, 346b

Third Year

Any two full-year senior Business Administration subjects not already taken.

This program may be pursued only in the Evening Division. The minimum time for completion is three years; it may be spread over a longer period if the student wishes. These courses may be applied towards a Bachelor of Commerce degree.

This program is designed primarily for business men with experience. Applicants under twenty-five years of age will be expected to have Senior Matriculation standing (8 papers) or equivalent. Those under 25 who do not have these 8 Grade XIII papers will be required to take work in its place. Extension courses are available for this purpose.

The average required for the Certificate in Business Administration is an overall "C" average in the six courses. **Supplemental examinations may not be written in any subjects which are to be counted for the certificate.** In the event that an applicant has completed equivalent courses elsewhere, he may substitute other courses with the consent of the School of Business Administration.

DIPLOMA COURSE IN MANAGEMENT

This is a one-year course for university graduates who have obtained a degree other than the Bachelor of Commerce or equivalent; the program is intended for persons who have not majored in Business Administration on their undergraduate programs. The following are the prescribed courses:

- Bus. Ad. 481ab (Statistical Methods in Business)
- Bus. Ad. 483ab (Marketing)
- Bus. Ad. 485ab (Personnel Management, Industrial Relations)
- Bus. Ad. 489 (Accounting)
- Bus. Ad. 493 (Corporation Finance)

An overall "C" average in the five courses is necessary to obtain the Diploma. A student who has not completed a formal course in the principles of economics must make up the deficiency. A student completing the above courses with a "B" average may be admitted to the second year of the M.B.A. program.

MASTER OF BUSINESS ADMINISTRATION

In view of the demand by industry for competent personnel having broad post-graduate studies in the general field of Business Administration, and in the interest of many graduates in the sciences and arts in expanding their knowledge, the Master of Business Administration is being established on an evening basis.

The purpose of the program is to provide broad post-graduate studies in Business Administration. The graduate student is afforded the opportunity to expand his knowledge of the principal phases of business administration, and thereby to prepare for responsible performance in private business and public service careers. General rules and principles of management are stressed, and the case method of instruction is used to bring reality to the study of administrative practices.

Provision is made for candidates in full-time employment to spread the work for the degree over a number of years. There is no time limit for the work of the first year but the work of the second year must be covered in not more than four consecutive years. Only two subjects may be taken concurrently by part-time students.

The admission requirement is that the student be a graduate of a recognized college or university. For 1963-1964 the subjects offered will be:

- Bus. Ad. 481ab (Statistical Methods in Business)
- Bus. Ad. 483ab (Marketing)
- Bus. Ad. 485ab (Personnel Management; Industrial Relations)
- Bus. Ad. 489 (Accounting)
- Bus. Ad. 493 (Corporation Finance)
- Bus. Ad. 502ab (Administrative Problems)
- Bus. Ad. 520c (Financial Management)
- Bus. Ad. 521c (Capital Budgeting)

N.O.M.A.

In cooperation with the National Office Management Association, the School of Business Administration offers a program leading to junior and senior certificates granted by the Association upon successful completion of the program by these students.

CERTIFICATE IN PUBLIC ADMINISTRATION

The program is primarily designed for experienced persons engaged in civil administration. Regular applicants should be over 25 years of age. Those under 25 must have Senior Matriculation or its equivalent.

Students must obtain an overall "C" average in the six prescribed courses to merit the Certificate. No supplemental examinations may be written in any of the subjects of the Certificate program.

First Year

Business Administration 15a, 15b
Political Science 20

Second Year

Business Administration 250
Political Science 22

Third Year

Business Administration 346a, 346b
Political Science 32

GRADUATE COURSES IN ENGINEERING

Students graduated from accredited Engineering schools may proceed toward the degree of Master of Applied Science. The following subjects can be taken for credit in the year 1963-64:

C.E. 500	E.E. 521c
C.E. 507	E.E. 531c
C.E. 515	M.E.—To be determined.

In subsequent years additional subjects will be offered in order to complete the full Master's program.

A minimum of ten students must register in any subject before it can be offered.

For further information, contact Dr. DeMarco, Dean of Applied Science, Phone 253-4232.

NOTE:

The University reserves the right to cancel any subject in which fewer than thirteen students register, and to make such changes in timetable as circumstances may require.

COURSES LEADING TO UNIVERSITY DEGREES AND DIPLOMAS, 1963-64

ANTHROPOLOGY 10

Monday (7:00-9:00 p.m.)

\$85

INTRODUCTION TO ANTHROPOLOGY: A study of the social organization and cultural heritage of ancient, primitive and complex cultures.

BUSINESS ADMINISTRATION 15a

Tuesday, first semester (7:00-10:00 p.m.)

\$62.50

A SURVEY OF BUSINESS ORGANIZATION AND MANAGEMENT: A survey of the functional areas of business: production, marketing, personnel and industrial relations, statistics, accounting and finance.

BUSINESS ADMINISTRATION 15b

Tuesday, second semester (7:00-10:00 p.m.)

\$62.50

INTRODUCTION TO FINANCIAL STATEMENTS: The principles underlying the construction of financial statements.

BUSINESS ADMINISTRATION 250

Wednesday (7:00-10:00 p.m.)

\$125

PRINCIPLES OF ACCOUNTING: An introduction to accounting concepts and techniques as tools for administration of the economic activity of the business enterprise; recording, reporting and interpreting the financial data of the business unit. A continuation of Business Administration 15b. (Prerequisite: Bus. Ad. 15).

BUSINESS ADMINISTRATION 251

Monday (7:00-10:00 p.m.)

\$125

PRINCIPLES OF MARKETING. An introduction to the major problems of management in moving goods from the producer to the consumer. The development of skill in weighing alternatives and reaching mature decisions is a significant objective of the course. (Prerequisite: Business Administration 15).

BUSINESS ADMINISTRATION 346a

Thursday, first semester (7:00-10:00 p.m.)

\$62.50

INTRODUCTION TO PERSONNEL MANAGEMENT: An analysis of the basic principles and procedures to be used in organizing and motivating a work force, with special emphasis on the role of the personnel staff specialist. Recruitment, selection and placement of employees, occupational movements, wage and salary administration, employee services, and education and training of employees and executives. (Prerequisite: Business Administration 15).

BUSINESS ADMINISTRATION 346b

Thursday, second semester (7:00-10:00 p.m.) \$62.50

INDUSTRIAL RELATIONS: The impact of management and union institutions on employee relations. The case method is used in covering such topics as labour union structure, aims and operations, management objectives and functions, collective bargaining agreements, industrial conflict and dispute settlements, labour relations legislation and public intervention in management-union activities. (Prerequisite: Business Administration 15).

BUSINESS ADMINISTRATION 355

Wednesday (7:00-10:00 p.m.) \$125

STATISTICAL METHODS IN BUSINESS: The use of tables and charts, ratios and percentages, computation and use of averages, measures of dispersion, index numbers. In the second semester, time series and correlation are studied. By the use of cases, an attempt is made to illustrate the application of statistical methods in business. (Prerequisite: Bus. Ad. 15).

BUSINESS ADMINISTRATION 356

Monday (7:00-10:00 p.m.) \$125

COMMERCIAL LAW: Legal approach to business problems. Nature and source of law, crimes, torts, contracts, agency partnerships, corporations, real and personal property, sales, negotiable instruments, insurance and bankruptcy. A combination of case and textbook approach. (Prerequisite: Business Administration 15).

BUSINESS ADMINISTRATION 446a

Thursday, first semester (7:00-10:00 p.m.) \$62.50

PRODUCTION MANAGEMENT: The problems and methods of analysis applicable to the manufacturing function in the modern enterprise. Purchasing, inventory control, production planning and control, methods study and work simplification, work standards, wage determination, cost control, plant location and layout. Case study and report writing are major aspects of the course. (Prerequisite: Bus. Ad. 15).

BUSINESS ADMINISTRATION 446b

Thursday, second semester (7:00-10:00 p.m.) \$62.50

ADMINISTRATIVE PRACTICES: An analysis of problems arising in the field of human relations throughout the various areas of business enterprise. (Prerequisite: Bus. Ad. 15).

BUSINESS ADMINISTRATION 460a

Tuesday, first semester (7:00-10:00 p.m.) \$62.50

AUDITING: The duties and responsibilities of the auditor. Auditing procedure is studied with respect to the examination of business records and documents in order to determine their authenticity and the reliability of statements prepared from them. Attention is given to the problem of internal control. A sound knowledge of accounting principles is required for the course, which provides for an extensive review of that subject. (Prerequisite: Business Administration 15).

BUSINESS ADMINISTRATION 481a

Wednesday, first semester (7:00-10:00 p.m.) \$62.50

STATISTICAL METHODS IN BUSINESS I: The distinction between descriptive statistics and statistical inference, theoretical frequency distributions, measures of location and variation, probability, mathematical expectation, and sampling distributions.

BUSINESS ADMINISTRATION 481b

Wednesday, second semester (7:00-10:00 p.m.) \$62.50

STATISTICAL METHODS IN BUSINESS II: Problems of estimations, tests of hypotheses, sampling problems, small samples, regression, correlation, index numbers and time series.

BUSINESS ADMINISTRATION 483a

Thursday, first semester (7:00-10:00 p.m.) \$62.50

MARKETING PRINCIPLES AND POLICIES I: Marketing policy formation and application to problems of consumers, merchandising and channels of distribution.

BUSINESS ADMINISTRATION 483b

Thursday, second semester (7:00-10:00 p.m.) \$62.50

MARKETING PRINCIPLES AND POLICIES II: The management of personal selling and sales promotion, pricing, marketing research and integrated marketing programs.

BUSINESS ADMINISTRATION 485a

Monday, first semester (7:00-10:00 p.m.) \$62.50

PERSONNEL MANAGEMENT: The practical application of personnel principles and techniques to specific situations by use of the case-study method.

BUSINESS ADMINISTRATION 485b

Monday, second semester (7:00-10:00 p.m.) \$62.50

INDUSTRIAL RELATIONS: A case course stressing worker-management relations under unionized conditions.

BUSINESS ADMINISTRATION 489

Wednesday (7:00-10:00 p.m.) \$125

ACCOUNTING: Accounting concepts and techniques as tools for the administration of the economic activity of the business enterprise.

BUSINESS ADMINISTRATION 493

Monday (7:00-10:00 p.m.) \$125

CORPORATION FINANCE: A basic course in business finance. Taught with emphasis on analysis rather than description with the object of demonstrating principles.

BUSINESS ADMINISTRATION 502a

Tuesday, first semester (7:00-10:00 p.m.) \$62.50

ADMINISTRATIVE PROBLEMS. The courses, 502a and b, are designed to give the student the opportunity of experiencing the complex, interconnecting, overlapping problems of the various business functions from the viewpoint of the senior manager.

The first semester deals with the basis for administrative action.

BUSINESS ADMINISTRATION 502b

Tuesday, second semester (7:00-10:00 p.m.) \$62.50

ADMINISTRATIVE PROBLEMS. The second semester deals with the basic management responsibilities of organizing, planning, leading, measuring and controlling. A feature of the course is, by the use of the case method, to have a high level of active participation in leadership roles.

BUSINESS ADMINISTRATION 520c

Saturday, first semester (9:00 a.m.-12:00 noon) \$62.50

FINANCIAL MANAGEMENT. The working capital problems of business enterprises; the function and theory of working capital; sources of working capital; factors determining working capital needs; techniques of forecasting needs; and preparing budgets.

BUSINESS ADMINISTRATION 521c

Saturday, second semester (9:00 a.m.-12:00 noon) \$62.50

CAPITAL BUDGETING. The problems in effective acquisition and utilization of capital resources: Planning the capital structure; planning financial programs; appraising return on investment; The Cost of Capital; Allocation of funds among investment opportunities; Dividend Policies; Valuation and Merger; Reorganization.

ECONOMICS 15

Monday or Wednesday (7:00-9:00 p.m.) \$85

PRINCIPLES OF ECONOMICS: Basic principles of economic activity, factors affecting national income, prices, income distribution, and international trade.

ECONOMICS 301

Tuesday (7:00-9:00 p.m.) \$85

INTERNATIONAL ECONOMICS: Theory and empirical foundations of international trade; volume and pattern of trade and capital movements; balance of payments and international monetary relations; balance of payments adjustment process and the foreign exchanges; artificial obstacles to international trade—exchange control, tariffs, quotas, current international economic problems; various regional and world-wide institutions for promotion of currency convertibility and trade; economic development of under-developed areas. (Prerequisite: Economics 15).

ENGINEERING (CIVIL) 500

Wednesday (7:00-9:00 p.m.)

\$85

ADVANCED MECHANICS OF MATERIALS: Mechanical properties of materials; limitations of the ordinary formulae of mechanics of materials; introduction to the theory of elasticity; theory of plates and membrane stresses in shells.

ENGINEERING (CIVIL) 507

Thursday (7:00-9:00 p.m.)

\$85

PRESTRESSED REINFORCED CONCRETE: Principles of prestressing; prestress losses; materials; prestressing systems; analysis and design of statically determinate and indeterminate concrete structures.

ENGINEERING (CIVIL) 515

Tuesday (7:00-9:00 p.m.)

\$85

THE ENGINEER IN PUBLIC HEALTH: Economic value of adequate water supply and proper sewage treatment; epidemiology of communicable diseases; biostatistics; food sanitation; environmental health; air pollution; collection and disposal of municipal refuse; industrial hygiene and sanitary engineering in time of disaster.

ENGINEERING (ELECTRICAL) 521c

Tuesday, first semester (7:00-10:00 p.m.)

\$62.50

NETWORK ANALYSIS: Network topology and fundamental theorems. Matrix formulation. Representation of network functions. Transform techniques and transient analysis. Two-port networks. Filter theory. Signal-flow graphs.

ENGINEERING (ELECTRICAL) 531c

Tuesday, second semester (7:00-10:00 p.m.)

\$62.50

THEORY OF ELECTROMAGNETIC FIELDS: Laplace's and Poisson's equations and conformal mapping. Maxwell's equations, scalar and vector potentials. Circuit concepts from field equations. Electromagnetic waves. Mode theory of cylindrical guides and resonators. Radiation and antennas.

ENGINEERING (MECHANICAL)

Students desiring graduate courses in this field should consult Professor Colborne, Chairman of the Department, well in advance of registration.

ENGLISH 5

Monday (7:00-9:00 p.m.)

\$85

GENERAL LITERATURE AND COMPOSITION. (Prerequisite: Grade XII English).

ENGLISH 15

Monday (7:00-9:00 p.m.)

\$85

GENERAL LITERATURE AND COMPOSITION: A survey of English Literature, with emphasis on the great writers. Numerous essays and exercises will be required. (Prerequisite: English 5 or Grade XIII English).

ENGLISH 39

Tuesday (7:00-9:00 p.m.) \$85

RECENT LITERATURE IN ENGLISH. (Prerequisite: English 15).

ENGLISH 450

Thursday (7:00-9:00 p.m.) \$85

RENAISSANCE LITERATURE, NON-DRAMATIC (1500-1660). (Prerequisite: English 15 with at least a "B" average).

FINE ART 10

Thursday (7:00-9:00 p.m.) \$85

INTRODUCTION TO DRAWING, FIRST YEAR: Experimenting with various mediums and techniques. Subject matter: Still life, landscape and nature study; individual and studio criticism.

FRENCH 12

Wednesday (7:00-9:00 p.m.) \$85

Lab. \$10

THE MODERN FRENCH THEATRE: Specified periods of laboratory work. (Prerequisite: French 2 or Grade XIII French.)

GEOGRAPHY 10

Saturday (Lecture 9:00-11:00 a.m.; \$85

Lab. 11:00 a.m.-1:00 p.m.) \$30

ELEMENTS OF GEOGRAPHY: The earth as the home of man; the elements of the physical and cultural landscape with special reference to their world patterns.

GEOGRAPHY 24

Tuesday (7:00-9:00 p.m.) \$85

WORLD REGIONAL GEOGRAPHY. (Prerequisites: Geography 10, 19, or equivalent).

HISTORY 10

Thursday (7:00-9:00 p.m.) \$85

MEDIAEVAL, RENAISSANCE AND REFORMATION HISTORY.

HISTORY 34

Monday (7:00-9:00 p.m.) \$85

HISTORY OF THE UNITED STATES.

HISTORY 425

Tuesday (7:00-9:00 p.m.) \$85

HISTORY OF EUROPEAN DIPLOMACY 1815 TO PRESENT: (i) Diplomacy in theory and practice; (ii) History of British Foreign Policy in Europe, 1815-1914; (iii) International relations and world problems in the 20th Century.

HOME ECONOMICS 10

Monday (7:00-9:00 p.m.)

\$85

TEXTILES AND CLOTHING. A course dealing with the structure and properties of textile fibres; identification of natural and synthetic fibres; the principles of costume design in relation to color, line and style suitable to the individual; the application of the fundamental principles of clothing construction.

LIBRARY SCIENCE

Thursday, first semester (7:00-8:00 p.m.)

\$10

Tuesday, second semester (7:00-8:00 p.m.)

USE OF BOOKS AND LIBRARIES: A general course designed to make all students familiar with the classification of the library; to enable them to read a book technically; to use the dictionary catalog and to interpret catalog cards; to acquaint them with the basic reference tools which they will need to use during their college years. Seven lectures. (Required of all students entering the University in Preliminary or First Year).

MATHEMATICS 3y

Wednesday (7:00-9:00 p.m.)

\$85

PLANE TRIGONOMETRY: Fundamental formulae, graphical representation of trigonometric functions, solution of trigonometric equations, solution of triangles, logarithms, complex numbers, De Moivres theorem.

MATHEMATICS 15

Thursday (7:00-9:00 p.m.)

\$85

DIFFERENTIAL AND INTEGRAL CALCULUS: Functions and limits, the derivative, differentiation of algebraic and transcendental functions, definite and indefinite integrals, partial differentiation, applications to problems involving lengths, areas, volumes, and problems in mechanics and physics. (Prerequisite: Mathematics 1y, 2y, 3y).

MATHEMATICS 22

Tuesday (7:00-9:00 p.m.)

\$85

PROBABILITY AND STATISTICS: Elementary set theory and probability, empirical and theoretical frequency distributions of one variable, sampling theory, correlation and regression, goodness of fit, small sample distributions, testing hypotheses and estimation. (Prerequisite: Mathematics 15).

MUSIC 1

Wednesday (7:00-9:00 p.m.)

\$85

FIRST COURSE:

(1) (a) History: The Classic period commencing with the life of Bach and Handel, and including music and life and times of Haydn, Gluck, Mozart and Beethoven. (b) Form: A knowledge of the musical sentences, cadences and sonata form based on the work of Haydn, Mozart and Beethoven.

(2) Elementary Rudiments and Harmony: A knowledge of major and minor scales, intervals, embellishments, dominant seventh chords and their inversions, and the use of primary and secondary chords and cadences.

PHILOSOPHY 15

Tuesday or Thursday (7:00-9:00 p.m.) **\$85**

INTRODUCTION TO WESTERN PHILOSOPHY: Philosophy as seen through its history and current applications; the development and resolution of selected philosophical problems in the Western tradition with readings from ancient, modern, and contemporary philosophers.

PHILOSOPHY 22

Tuesday (7:00-9:00 p.m.) **\$85**

ETHICS: The principles of moral philosophy. (Prerequisite: Philosophy 15).

PHILOSOPHY 25a

Thursday, first semester (7:00-9:00 p.m.) **\$42.50**

PHILOSOPHY OF NATURE AND OF THE SCIENCES: Philosophic analysis of change; causality and finality in nature; the philosophy of man; speculative and practical intellect; the degrees of knowledge; the epistemology of art and of the physical and social sciences. (Prerequisite: Philosophy 15).

PHILOSOPHY 25b

Thursday, second semester (7:00-9:00 p.m.) **\$42.50**

SOCIAL PHILOSOPHY: The nature and function of society. Political, economic, educational and religious societies. Contemporary social problems. The relationship between philosophy and the social sciences. (Prerequisite: Philosophy 15).

PHILOSOPHY 27

Monday (7:00-9:00 p.m.) **\$85**

MEDIAEVAL PHILOSOPHY: The Greek origins; the development, flowering and decline of mediaeval philosophy. (Prerequisite: Philosophy 15).

PHILOSOPHY 34

Wednesday (7:00-9:00 p.m.) **\$85**

METAPHYSICS: The philosophy of being. The historical background. Analogy, participation, causality. The existence of God; the divine attributes. The One, the Good, the True, the Beautiful. The metaphysics of knowledge, epistemology. (Prerequisite: Philosophy 15).

POLITICAL SCIENCE 12

Tuesday (7:00-9:00 p.m.) **\$85**

INTRODUCTION TO POLITICAL SCIENCE.

POLITICAL SCIENCE 20

Thursday (7:00-9:00 p.m.) **\$85**

GOVERNMENT OF CANADA: Federal, provincial and local government.

POLITICAL SCIENCE 22

Wednesday (7:00-9:00 p.m.) **\$85**

MUNICIPAL GOVERNMENT: A survey of functions and administration of municipal government and its place in the structure of Canadian government on the provincial and federal levels.

PSYCHOLOGY 15

Thursday (7:00-9:00 p.m.) **\$85**

INTRODUCTION TO PSYCHOLOGY: A general orientation to Psychology from the scientific viewpoint.

PSYCHOLOGY 31

Thursday (7:00-9:00 p.m.) **\$85**

ABNORMAL PSYCHOLOGY: Concepts of and criteria of abnormality, mental deficiency, neurosis, psychoses and psychopathy. Discussion of the main theories of abnormality. (Prerequisite: Psychology 15).

PSYCHOLOGY 33a

Tuesday, first semester (7:00-9:00 p.m.) **\$42.50**

PSYCHOLOGY OF PERCEPTION: Theories of perception and relevant research; perception as related to other areas of psychology particularly cognition, learning, attitudes and personality. (Prerequisite: Psychology 15).

RELIGIOUS KNOWLEDGE 33a

Tuesday, first semester (7:00-9:00 p.m.) **\$42.50**

APOLOGETICS: Validation of Christianity's claims.

RELIGIOUS KNOWLEDGE 33b

Tuesday, second semester (7:00-9:00 p.m.) **\$42.50**

GREAT MINDS OF THE EARLY CHURCH: Introduction to the Fathers of the Church.

RELIGIOUS KNOWLEDGE C36a

Tuesday, first semester (7:00-9:00 p.m.) **\$42.50**

INTRODUCTION TO BIBLICAL STUDIES: Introductory survey of the Bible, its inspiration, historical background, and use in the Church. The modern approach to Biblical studies and the function of Biblical criticism. Development of the Canon of the Old Testament and introduction to its language and literature, with attention to its literary forms. One book of the Old Testament will be studied in some detail.

RELIGIOUS KNOWLEDGE C36b

Tuesday, second semester (7:00-9:00 p.m.) **\$42.50**

INTRODUCTION TO THE NEW TESTAMENT: The historical background of the Apostolic Church: oral and written tradition: the development of the New Testament Canon: the language, text, and literature of the New Testament, with intensive study of one of the Gospels and one of the Epistles. The history of the English Bible from Caedmon to the New English Bible. The Bible in the world today. (Prerequisite: Religious Knowledge C26a).

RUSSIAN A

Thursday (7:00-9:00 p.m.)	\$85
Lab.	\$10

ELEMENTARY: Pronunciation, grammar, dictation, translation, oral practice. Laboratory work is required of all students.

SOCIOLOGY 12

Wednesday (7:00-9:00 p.m.)	\$85
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INTRODUCTION TO SOCIOLOGY: The study of social organization and the social process; the analysis of group life, social contacts, interaction, social forces, conflicts, accommodation, assimilation, amalgamation, and methods of social control.

SOCIOLOGY 27

Monday (7:00-9:00 p.m.)	\$85
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INTRODUCTION TO SOCIAL WORK: Historic background and development of the principles of social service; analysis of the methods of case work, group work and community organization.

SPANISH 2

Tuesday (7:00-9:00 p.m.)	\$85
Lab.	\$10

INTERMEDIATE: Grammar, translation, composition, oral practice, laboratory work. (Prerequisite: Spanish A or Grade XII Spanish.)

NON-CREDIT COURSES

The Extension Division of the University co-operates with certain groups in the offering of non-credit courses. Information concerning these can be had by contacting the agencies directly.

Appraisal Institute of Canada (Real Estate)

Mr. B. R. Mayo 254-5525
402 Security Building
Windsor, Ontario

Industrial Accident Prevention Association

Mrs. Shirley Rosser 253-2922
1528 Ouellette Avenue
Windsor, Ontario



The following courses are offered under the sponsorship of the School of Business Administration.

Certified General Accountants

Mr. Walter Kulyk 252-3175
134 University Avenue West
Windsor, Ontario

Industrial and Cost Accountants of Ontario (R.I.A.)

Mr. Gordon James 969-8524
2999 Randolph Street
Windsor, Ontario

Industrial Management Clubs of Canada

Mr. George Singleton 254-8673
511 Pelissier Street
Windsor, Ontario

UNIVERSITY OF WINDSOR
400 Huron Line
WINDSOR, ONTARIO

DIVISION OF EXTENSION

REQUEST FORM

Please complete this form and return it to the Extension Division.

NEW Please send me an application form.

STUDENT I wish to take the following courses this winter:

FORMER Please send me forms for registration by mail.

STUDENT I wish to take the following courses this winter:

I attended University of Windsor last in 19.....

NAME:

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DATE:

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